

JOURNEYMAN TRAINING POLICIES & PROCEDURES

Local 290 Training Center - 20220 SW Teton Ave., - Tualatin, OR 97062

1. Class sizes are limited. Classes will be filled on a first come – first served basis.
2. Pre-registration for classes is required. Use the registration form found on the inside back cover.
3. Training credit hours will not be given to those who are not pre-registered and have not paid the required fees.
4. Instructors **will not** accept payment for classes or books at class time
5. Instructors **will not** sell books at class time. Books that have been paid for in advance can be delivered to the purchaser at class by prior arrangement with the Training Center.
6. Seventy-five (75) percent of scheduled class hours must be attended in order to receive a refund for registration fees.
7. Certification fees and book fees are not refundable.
8. All outside training must be **pre-approved** by the Training Center in order to receive training credit hours.
9. No training credit hours will be given for Community College classes
10. Travelers may register for classes if currently employed by a signatory contractor. Registration fees will not be refunded unless the traveler cancels the class by calling the Training Center before the start of the first class or the traveler is “bumped” by a Local 290 member.
11. Local 290 members reserve the right over travelers to register for classes. Members cannot “bump” travelers within 48 hours of the class start time.
12. Individuals who are disruptive or appear to be intoxicated will be asked to leave the building. No training credit or refund will be given in such cases.
13. Classes may be occasionally cancelled due to insufficient enrollment or instructor emergency. Every effort will be made to notify the registered students. It is the student’s responsibility to contact the training center and verify the class will run.

LOCAL 290 TRAINING CENTERS

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| 1. | Tualatin, OR | 20220 SW Teton Ave, Tualatin, OR 97062 |
| 2. | Astoria, OR | Labor Temple, Astoria, OR 97103 |
| 3. | Bend / Redmond, OR | 2161 SE First, Redmond, OR, 97756 |
| 4. | Brookings, OR | 211 Wharf St, Brookings, OR 97415 |
| 5. | Coos Bay, OR | 155 Kruse Ave., Coos Bay, OR 97420 |
| 6. | Eugene / Springfield, OR | 2861 Pierce Pkwy, Springfield, OR 97477 |
| 7. | Eureka, CA | 832 E St., Eureka, CA 95501 |
| 8. | Klamath Falls, OR | 330 S. 11th St., Klamath Falls, OR 97601 |
| 9. | Medford, OR | 950 Industrial Circle, White City, OR 97503 |
| 10. | Salem, OR | 1810 Freeway Ct, NE, Suite 110, Salem, OR 97303 |
| 11. | The Dalles, OR | Devco Mechanical,
1539 Bargeway Road, The Dalles, OR 97058 |